
CHAPTER 11

CODES OF SAFE WORK PRACTICES

GUIDELINES FOR DEVELOPING AND WRITING CODES OF SAFE WORK PRACTICES

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CODES OF SAFE WORK PRACTICES

THIS SPACE AVAILABLE FOR NOTES:

CHAPTER 11

CODES OF SAFE WORK PRACTICES

GUIDELINES FOR DEVELOPING AND WRITING CODES OF SAFE WORK PRACTICES

11.00 INTRODUCTION

This chapter focuses attention on promoting and maintaining safe work practices through the use of written procedures to identify and control potential physical and/or environmental hazardous conditions in the workplace.

11.01 PURPOSE

The purpose of this chapter is to heighten supervisors understanding the nature of potential physical and/or environmental hazardous conditions by reviewing work activities and equipment operations, and then develop step-by-step procedures that will identify and control the hazardous conditions to help reduce injuries and illnesses in the workplace.

This chapter is for supervisors and employees who work in office settings. It is expected that supervisors will use the ideas presented in this chapter as a guide in developing written Codes of Safe Work Practices that identify and control hazardous conditions unique to their operations.

Field operations; such as Maintenance, Construction, Surveys, Structures, have written safe work practices known as “Codes of Safe Operating Practices.”

To distinguish between field and office work, this chapter uses the reference “Code of Safe Work Practices” for office work settings.

11.02 POLICY STATEMENT

Supervisors shall review all work activities and operations to identify and control potential physical and/or environmental hazards and evaluate the need to develop Codes of Safe Work Practices.

11.03 DEFINITION OF A HAZARDOUS CONDITION(S)

A hazard is any existing or potential condition in the workplace which, by its self or by interacting with other variables, can result in the unwanted effects of injuries, property damage, and other losses.

This definition carries with it two significant points:

- A hazardous condition does not have to exist at all times to be classified as a hazard when the situation is being evaluated.
- A hazardous condition may not result from independent failure of workplace components but from one workplace component acting upon or influencing another.

In any work activity, workers, equipment, and materials interact within the work environment to produce a product or perform a service. Reviewing this interaction can produce easy-to-follow Codes of Safe Work Practices to help reduce injuries and illnesses in the workplace.

11.04 WRITING CODES OF SAFE WORK PRACTICES

Codes of Safe Work Practices may be developed for any work activity or operation, or to cover a work activity involving several employees or a task requiring only a single person. For example, codes can be written to cover the maintenance and repair of office copy machines, working around paper cutters, preparing for a field trip, inspecting a bridge deck, or operating a CADD machine.

A "CODE OF SAFE WORK PRACTICES" is developed and written to provide the following:

- 1) a list of potential physical and/or environmental hazards associated with a work activity or operation, and
- 2) a list of specific instructions that identify various operating procedures, reference materials, and equipment required to avoid injuries and illnesses.

Supervisors may consider having employees sign and date a Code of Safe Work Practices to ensure that they have read and understand the purpose, content, and scope of a particular code.

11.05 SAMPLES CODES OF SAFE WORK PRACTICES

The following pages illustrate three (3) sample Codes of Safe Work Practices covering routine activities found in most work environments. As may be observed, the content, purpose, and scope of each example is easy to follow. By analyzing these examples, most persons can be creative enough to develop a code of safe work practices for any activity encountered.

Supervisors are encouraged to review and evaluate work procedures and/or operations, analyze and write Codes of Safe Work Practices for their offices and/or unique work activities.

The suggested format shown at the end of this chapter may be changed to fit local needs. What is essential is that all of the required elements be included.

CODES OF SAFE WORK PRACTICES

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CODE OF SAFE WORK PRACTICES

GENERAL OFFICE

OFFICE WORK ENVIRONMENT

PHYSICAL AND ENVIRONMENTAL HAZARDS

TYPICAL OFFICE HAZARDS:

1. Trip, slip, and fall hazards;
2. Work areas not kept clean and clear;
3. Electrical cords not secure;
4. Overcrowding of employees;
5. Doors and aisles not kept clear;
6. File drawers open;
7. Appliances such as coffee pots, microwave ovens, and fans on a single electrical circuit;
8. Bending, stooping, and lifting heavy objects; and/or
9. Office equipment/furniture not laid out for efficiency or convenience.

SAFE WORK PRACTICES

TYPICAL PRECAUTIONS TO AVOID INJURY:

1. Report unsafe conditions to supervisor;
2. Store materials and supplies in a safe and orderly manner;
3. Place trash and refuse in proper containers;
4. Wipe up spills promptly;
5. Never leave file or desk drawers open;
6. Use proper lifting and bending techniques;
7. Electrical cords must be plugged into appropriate wall receptacles;
8. Fans and portable heaters must have hand guards;
9. Electrical cords must not show signs of wear, heat, or fraying;
10. All electrical extension cords must be three-prong, grounded cords;
11. Know the locations of fire extinguishers; and
12. Maintain first aid supplies.

CODES OF SAFE WORK PRACTICES

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CODE OF SAFE WORK PRACTICES

COPY MACHINE

PAPER REPLACEMENT

PHYSICAL AND ENVIRONMENTAL HAZARDS

TYPICAL HAZARDS OF ADDING PAPER TO A COPY MACHINE:

1. Slip, trip, and fall hazard;
2. Paper cuts;
3. Bending, stooping, and lifting heavy objects;
4. Overcrowding of employees;
5. Moving machine parts; and
6. Exposure to sharp edges, and hidden obstructions;

SAFE WORK PRACTICES

TYPICAL PRECAUTIONS TO AVOID INJURY:

1. Be familiar with manufacturer's instructions;
2. Turn-off electrical power, if necessary;
3. Open doors slowly;
4. Watch for other employees;
5. Open paper trays;
6. Open paper wrapping carefully to avoid paper cut;
7. Bend, stoop, and lift properly;
8. Place paper in machine tray carefully;
9. Close machine doors; and
10. Clean up debris as necessary.

CODES OF SAFE WORK PRACTICES

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CODE OF SAFE WORK PRACTICES**FIELD TRIP****PREPARING FOR A FIELD TRIP****PHYSICAL AND ENVIRONMENTAL HAZARDS****TYPICAL FIELD TRIP HAZARDS:**

1. Adverse weather conditions;
2. Slippery roadways;
3. Moving traffic/traffic congestion;
4. Hazardous parking areas;
5. Noise;
6. Impaired drivers;
7. Footing on uneven terrain;
8. Poor visibility;
9. Contact with flying particles; and
10. Bending, stooping, and lifting objects.

SAFE WORK PRACTICES**TYPICAL PRECAUTIONS TO AVOID INJURY:**

1. Review Safety Manual for field work safety items;
2. Wear appropriate footwear, hard hat, safety glasses, and warning garments;
3. Wear appropriate personal clothing;
4. Perform pre-operation inspection on vehicle;
5. Bend, stoop, and lift properly;
6. Obey traffic laws;
7. Be alert for other motorists;
8. Stop and/or park vehicle in safe place;
9. Exit vehicle properly, away from traffic;
10. Avoid backing vehicle if possible;
11. Use physical protection from traffic where practicable, (a vehicle, guardrail, K-rail, etc.)
12. Work facing traffic and/or use lookout;
13. Wear hearing protection as required.

CODES OF SAFE WORK PRACTICES

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